



JANUARY EXEMPTION FOR FINAL 2003 SOCIAL SECURITY CARD REQUESTS

NEW YEAR'S REMINDER:

Social security card requests may be processed for children born during the same calendar year – with the exception of the month of January. During January 2004, requests processed via the enumeration-at-birth program will be accepted for both 2003 and 2004 births.

After January 31, 2004, the Registry will not process social security requests for a baby born in 2003. Parents must apply in person at their local SSA office.

EDIT THE PARENT WORKSHEET FOR ACCURACY

The Registry recommends that the *Parent Worksheet for Birth Certificates* be completed by parent(s) in their own handwriting and be retained by the birthing hospital for one year. These policies are advised to provide verification of parent-supplied information. It is also recommended that the hospital Birth Registrar edit any items on the *Worksheet* that are obviously misspelled or are apparently inaccurate. Occasionally parents have entered inaccurate or misspelled information, most commonly in parent place of birth, e.g. East Africa, Cincinnati, Ohio or Kosovo. Proactive editing can avoid a lengthy correction process later at the City/Town Clerk's office.

Call the Registry if you have questions or need clarification.

Registry Technical Support and Legal Registration

Registry of Vital Records and Statistics
150 Mt.Vernon St., 1st FL
Dorchester, MA 02125-3105

Hospital Support (617) 740-2605
Nativity Unit FAX (617) 740-2713

Commonwealth of Massachusetts Internet Sites

<http://www.mass.gov/dph>

<http://www.mass.gov/dph/bhsre/rvr/rvr.htm>

<http://www.mass.gov/legis/laws/mgl/>

Department of Public Health
Registry of Vital Records
Massachusetts General Law

To Order

Registry Forms

Telephone:

(617)740-2637

FAX: (617)740-2712

Email

pedro.fidalgo@state.ma.us

Data downloads

Haile G.

(617) 740-2644

hailekiros.gebreegziabher@state.ma.us

Staff Support

Pauline McNulty

Telephone

(617)740-2623

Karin Barrett

(617)740-2621

Jane Purtill

(617)740-2625

Genesis Systems

(717)909-8500

Email

pauline.mcnulty@state.ma.us

karin.barrett@state.ma.us

jane.purtill@state.ma.us

(24 hr/7 day a week pager)

Legal Registration Support

June Deloney (617)740-2665

june.deloney@state.ma.us

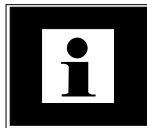
Vital Regulation Email legal registration

vital.regulation@state.ma.us

Social Security Inquiries/Fetal Death Issues/Stillbirth Certificate

Annie B. Hobbs (617)740-2624

annie.hobbs@state.ma.us



Information
Booth

**QUESTIONS & ANSWERS
PENDING RECORDS**

What is a pending record?

This is an incomplete record that cannot be recorded by the City/Town Clerk because essential information is missing from the legal record, for instance, parent birthplace or required husband information. Hospital birth registrars should try to avoid pending records whenever possible. A potential pending record should be reviewed with the Registry to discuss alternative solutions to completing legal information.

Where are pending records held?

After the statutory 10-day time period, barring unusual circumstances, pending records are placed into a separate "holding" file in the City/Town Clerk's office.

Why do records remain pending?

Required legal information is missing from the record.

What eventually happens to a pending record?

If the record can be completed within 365 days, it can be issued as a *Standard Certificate of Live Birth*. After 365 days, It becomes a *Delayed Record of Birth* and must be created in the City/Town Clerk's office. The hospital of birth may be requested to provide the facts of the birth if they are available.

Why is a Delayed Record a problem?

This type of birth record can require additional proof of identity for the child's entire life.

(Continued on next page)

The next issue of the EBC Newsletter will feature changes to notary public requirements. Check the Internet site for the recent Executive Order: www.lawlib.state.ma.us/ExecOrders/eo455.doc

MORE EDITING ISSUES: COUNTRIES IN AFRICA

Africa,¹ one of seven continents, is composed of fifty individual countries which are listed below in alphabetical order. If a parent was born in Africa, only these countries may be listed on the *Standard Certificate of Live Birth* as parent birthplace.

Algeria	Libya
Angola	Madagascar
Benin	Malawi
Botswana	Mali
Burkina Faso	Mauritania
Burundi	Morocco
Cameroon	Mozambique
Central African Republic	Namibia
Chad	Niger
Congo	Nigeria
Congo (DRC)	Rwanda
Cote d'Ivoire (Ivory Coast)	Senegal
Djibouti	Sierra Leone
Egypt	Somalia
Equatorial Guinea	South Africa
Eritrea	Sudan
Ethiopia	Swaziland
Gabon	Tanzania
Gambia	Togo
Ghana	Tunisia
Guinea	Uganda
Guinea Bissau	Western Sahara
Kenya	Zaire
Lesotho	Zambia
Liberia	Zimbabwe

Please note that West Africa or North Africa may not be entered as a parent place of birth. They indicate a geographical area only – not a valid country name. A country, e.g. Egypt or Somalia, must be listed as parent birthplace in EBC along with the correct city or town.

If parent(s) provide information on the *Parent Worksheet* that is obviously incorrect, please question parents and request additional supporting documentation where necessary so that all information can be accurately recorded.

¹ "Africa" should not appear in your State/Country database. If it does occur, please call the Registry and we will guide you through deleting it.



PENDING RECORDS (Continued)

What is the most common reason for a pending record?

If a married mother refuses to provide her husband's information on the birth record, this results in a "true pending". The record cannot be completed without the husband information because he is the legal presumed father according to Massachusetts law. There are remedies to this circumstance, but if the mother will not go through the process available to her to change the record, it will remain "pending" and may eventually become a *Delayed Record*.

Are there any other reasons for pending records?

Any incomplete field on the legal portion of the birth certificate can cause a record to be rejected by the City/Town Clerk. Common omissions could include a mother's maiden name, a parent birth date, or no informant signature. The revision to the signature policy should reduce the number of pending records due to missing informant signature.

Is an unsigned *Voluntary Acknowledgment of Parentage* a valid reason for creating a pending record?

The answer to this situation is usually "no". An unsigned paternity document and birth certificate should not be sent to the City/Town Clerk because it is an incomplete record. This type of record should be sent from the hospital facility as a complete single parent birth certificate, preferably with the mother signing as informant in 17A. Parents can complete a *Voluntary Acknowledgement of Parentage* at some future time in the municipal Clerk's office.

CHANGE TO THE EBC STATE/COUNTRY DATABASE

Please change the EBC database for state/country to clarify the name of Georgia SSR, formerly part of the Soviet Union. It should be changed to "Republic of Georgia" to distinguish it from Georgia in the southern United States. From the main EBC Registration screen, enter <F5> Library Maintenance. Then enter <F5>, Country File Maintenance. Enter <F1> Get. Type "Georgia". The following three entries will appear.

Choose #3 – Georgian SSR. To change this entry, enter <F3>, Update.

Enter information on the above screen shot. This will complete the update to this database entry. Press <ESC> twice to return to the main EBC registration screen.